I. DFMS FINANCIAL REPORTS

The goal of DFMS financial reporting is to provide high quality information services and better utilize resources by reducing the number of printed reports. To achieve that goal, DFMS financial reports are delivered primarily through the use of DocumentDirect, a client-server product from Mobius Management Systems, Inc. for the Windows operating system. DocumentDirect provides the following: 1) an interface to view and print reports; 2) tools to retrieve and export data to other software applications; 3) the automation of repetitive tasks; and 4) the ability to manipulate the way documents and images are displayed.

A. MOBIUS DOCUMENT DIRECT ACCESS

1. Access to DFMS reports requires two steps.

a. Step 1.

Authority to use Mainframe Facilities must be obtained by completing a Department of Technology and Information (DTI) Form ISF-20. The form and instructions are located at: http://intranet.state.de.us/dti/getforms.htm.

(NOTE: This is also the first step in obtaining DFMS access.)

b. Step 2.

A DTI Mobius report request form is submitted by the organization Information Security Officer to the Division of Accounting Mobius Security Officer. The form requires the "Logon ID" issued after the completion of Step 1. The form is available from the Division of Accounting Mobius Security Officer or the DTI Mobius Administrator.

B. MOBIUS DOCUMENT DIRECT INSTALLATION

Installation instructions, the user manual and points of contact are located at: http://www.state.de.us/account/DFMS.shtml.

C. MOBIUS DOCUMENT DIRECT TRAINING

Training classes are offered by DTI several times a year and are announced by a Division of Accounting Memorandum.

D. AVAILABLE DFMS REPORTS

The following reports are made available to state organizations. Printed copies are available for the reports listed with an asterisk.

1. DAILY

- Daily Validity Balances
- Daily Statement of Available Funds

2. WEEKLY

- Weekly Budgetary Activity
- Schedule of Encumbrances
- Payroll Transactions on Document Suspense
- Statement of Available Funds
- Transactions Processed

- Weekly Validity Balances

3. **MONTHLY**

- Monthly Appropriation Balances

- Monthly Statement of Available Funds

- Revenues - Statewide

- Revenues - By Department

- Revenues - By Division

- Revenues - By Budget Unit

- Revenues - By Internal Budget Unit (IBU)

- Revenues - By Micro Budget Unit (MBU)

- Travel Advance Transactions

- Object of Expenditure/Micro Budget Unit (MBU)

- Object of Expenditure/Internal Budget Unit (IBU)

- Object of Expenditure/Budget Unit

- Object of Expenditure/Division

- Object of Expenditure/Department

- Object of Expenditure/Statewide

- Monthly Budgetary Activity*

- Federal Aid Funds Report

- Detailed Federal Aid Funds Report

- Federal Aid Charges Report YTD

- Program Funds Report Detailed

- Program Funds Report

- Appropriation Expenditure/Object

- Appropriation Receipts/Revenue

- Revenues - General Fund Detailed Transactions

- Revenues - Special Fund Detailed Transactions

- Appropriation Expenditure/Object/IBU

- Appropriation Expenditure/Object/MBU

4. **QUARTERLY**

- Cumulative Federal Aid Budgetary Activity

- Cumulative Budgetary Activity

5. **ANNUAL**

- General Fund Revenue Detailed Transaction Report.